



Cost Reporting System - Users' Guide for Bureau Users

Prepared for

Federal Communications
Commission

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Users' Guide Overview

This documentation provides users with an instruction manual on how to operate the Cost Reporting System. American Management Systems, Inc. (AMS) developed this guide for the FCC under Contract 43-3JJJ-5-0833.

The Cost Reporting System (CRS) allows users to view cost data for FCC organizations (e.g. Enforcement Division, Budget Staff). Cost data refers to both allocated and unallocated dollar amounts. Allocated dollar amounts include indirect (i.e. overhead) costs which have been distributed to direct costs. Unallocated costs consists of FFS data which have not been distributed.

The Cost Reporting System is designed to accommodate three types of users:

- ◆ System Administrator,
- ◆ OMD Cost Data Viewer, and
- ◆ Bureau Cost Data Viewer.

The System Administrator user has the ability to add, delete, and/or update activities, projects, organizations, bureaus, and cost data. This user is also allowed to view cost data for all FCC organizations. OMD Cost Data Viewers are allowed to view cost data for all FCC organizations and have no system maintenance capabilities. Bureau Cost Data Viewers are restricted to viewing cost data for organizations within their own bureau and have no system maintenance capabilities.

The remainder of this document discusses, in detail, the specific screens and functions available in the system for Bureau Cost Data Viewers.

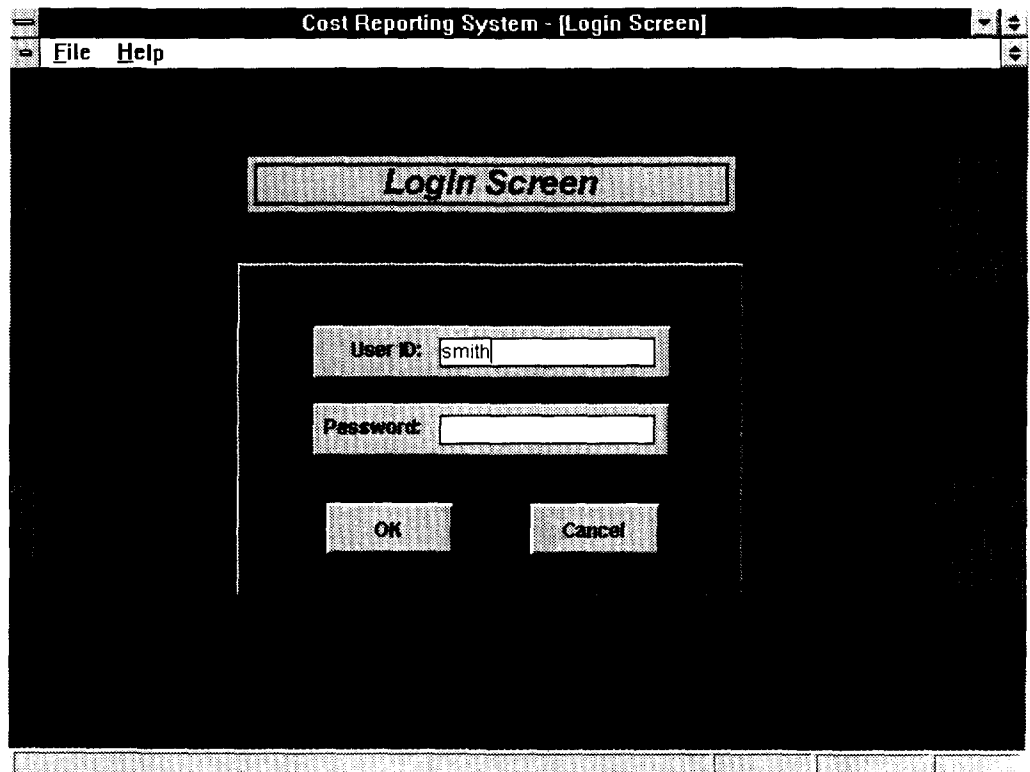
2

Login Procedure

When the user starts the Cost Reporting System (CRS), the system prompts the user to enter a user id and password. See Figure 1-1 for a depiction of the login screen. Each user will have a unique user id and password. The user id governs user access to the system. After the login screen appears, the user enters the assigned user id and password and clicks the OK button to proceed. If the user does not wish to login to the system, then the user clicks the Cancel Button.

Figure 2-1

CRS Login Screen



The screenshot shows a window titled "Cost Reporting System - [Login Screen]". The window has a menu bar with "File" and "Help". Inside the window, there is a box labeled "Login Screen". Within this box, there are two input fields: "User ID:" with the text "smith" entered, and "Password:". Below these fields are two buttons: "OK" and "Cancel".

3

Bureau Cost Data Viewers

Bureau Cost Data Viewers may view cost data for organizations within their assigned bureau. These users may look at the direct, indirect, and total costs for any fiscal year and month for all organizations within their bureau. These users view two main windows: Bureau Report Options and Online Data Views. The following sections explain each of these windows.

3.1 Bureau Report Options

After logging in, Bureau Cost Data Viewers see the screen illustrated in Figure 3-1.

Figure 3-1

Bureau Reports Options Screen

Cost Reporting System - [Detail Report Options]

File Special Help

Detail Report Options

Bureau Name: Cable Services Bureau Bureau Code: 12

Organization Name: Cable Services Bureau Organization Code: 1200

Year To Date Monthly Fiscal Year: 95

Includes All Costs

- Unallocated Costs by Activity, Organization, and Project
- Allocated Costs by All Projects and Activities

Excludes Reimbursable Agreements and Spectrum Auction Costs

- Allocated Costs by Activity, Bureau, and Project
- Allocated Costs by Project and Activity
- Allocated Costs by Project and Activity (No Section 8)

View

Exit CRS

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The Bureau Report Options screen allows the user to select the organization they want to view as well as whether the costs data should be year-to-date or for a particular month. On the top part of the screen, the user selects the organization name from the drop-down list box. After selecting an organization, the corresponding organization code appears on the right of the drop-down list box. *Note: The Bureau Name box is filled with the user's designated bureau and cannot be changed. All organizations available for selection, therefore, belong to the predetermined bureau.*

If the user selects year-to-date, then the user must indicate the fiscal year in the fiscal year drop-down list box. If the user wishes to view monthly, the user must indicate fiscal year and month in the respective drop-down list boxes. *Note: If a particular year and/or month is not listed, there is no data available for that year and/or month.*

After selecting the parameters of the type of data to view, users may select one of five available reports. The following is a list of the reports:

- ◆ Unallocated Costs by Activity, Organization, and Project
- ◆ Allocated Costs by Project and Activity - Including Reimbursable Agreements and Spectrum Auction,
- ◆ Allocated Costs by Activity, Bureau, and Project - Excluding Reimbursable Agreements and Spectrum Auction,
- ◆ Allocated Costs by Project and Activity - Excluding Reimbursable Agreements and Spectrum Auction, and
- ◆ Allocated Costs by Project and Activity - Excluding Authorization of Service, Reimbursable Agreements, and Spectrum Auction.

If the user wishes to see all of the cost data for a selected bureau, the user may select "All" which, for all bureaus with more than one organization, is the first item in the organization name drop-down list box. Selecting "All" allows the user to view cost data by another report called Allocated Costs by Activity, Organization, and Project.

After selecting from this list of data options, the user clicks on the View button and is brought to the Data Views window. This window is shown in Figure 3-2.

Data View Screen

2 of 2 [:CRSUSER;REPORT0.DB]

3.2 Online Data Views

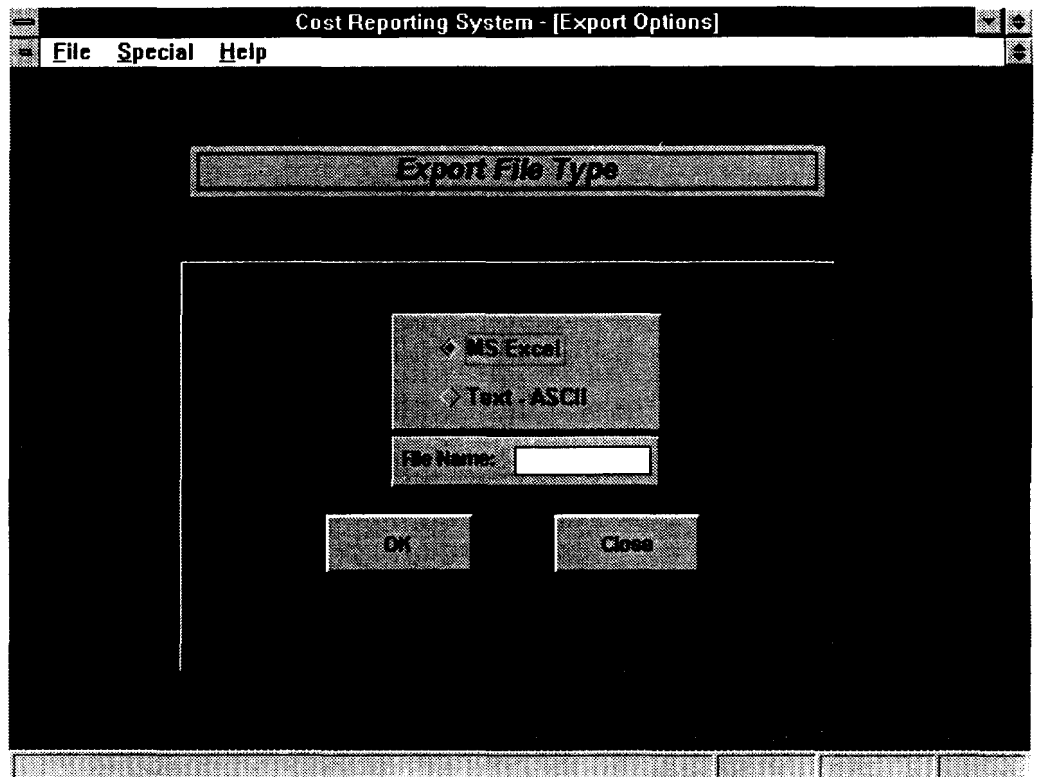
The user may choose any of the following options by clicking on the button:

- Cost Reporting System Users' Guide

If the user clicks on the Export button, the following screen appears:

Figure 3-3

Export Options Screen



The user must first select whether to export data to an ASCII text file or MS Excel Spreadsheet. The user must enter the name of the file to which the exported data will be saved. *Note: The filename must not exceed 8 characters and should not include any type of extension. The system will attach the appropriate extension (e.g., '.txt.', '.xls')* to the filename.

The user must select whether to export data to an ASCII text file or MS Excel Spreadsheet.

In order to return to the previous screen, the user may click the Close button.

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Exiting CRS

The user has several options for exiting the CRS. Each screen in the CRS has a pull down menu which has an exit option. Users may select this option to exit the CRS using the pull down menu or the user must click the Exit CRS button on the Detail Report Options screen which appears below in Figure 4-1.

Figure 4-1

OMD Options Screen

Cost Reporting System - [Detail Report Options]

File Special Help

Detail Report Options

Bureau Name: Cable Services Bureau Bureau Code: 12

Organization Name: Cable Services Bureau Organization Code: 1200

Year To Date Monthly Fiscal Year: 95

Includes All Costs

- ◆ Unallocated Costs by Activity, Organization, and Project
- ◆ Allocated Costs by All Projects and Activities

Excludes Reimbursable Agreements and Spectrum Auction Costs

- ◆ Allocated Costs by Activity, Bureau, and Project
- ◆ Allocated Costs by Project and Activity
- ◆ Allocated Costs by Project and Activity (No Section 8)

View

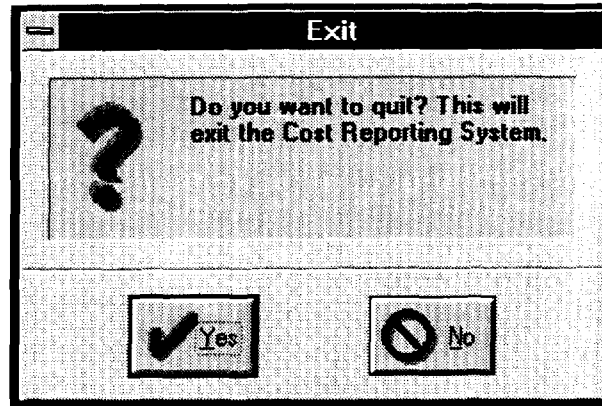
Exit CRS

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After clicking the Exit CRS button, the user will view the message box shown in Figure 4-2. To exit CRS, the user must click YES.

Figure 4-2

Exit Message Box





American Management Systems, Inc.
Management Systems and Technology Group
1777 North Kent Street
Arlington, Virginia 22209
(703) 841-6421
(703) 841-6704 FAX

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Cost Reporting System - Quick Reference Instruction Sheet for Bureau Users

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FCC Cost Reporting System Quick Reference Instruction Sheet - Bureau Users

- 1) Enter a valid User ID and password on the login screen.
- 2) Select the viewing parameters in order to create an online data view.
 - Select the Organization Name.
 - Select the Fiscal Year.
 - Select the Month, if not year-to-date.
 - Select the type of report to view.
 - Click on the View button.

Cost Reporting System - [Detail Report Options]

File Special Help

Detail Report Options

Bureau Name: Cable Services Bureau Bureau Code: 12

Organization Name: Cable Services Bureau Organization Code: 1200

Year To Date Monthly Fiscal Year: 95

Includes All Costs

- ◆ Unallocated Costs by Activity, Organization, and Project
- ◆ Allocated Costs by All Projects and Activities

Excludes Reimbursable Agreements and Spectrum Auction Costs

- ◆ Allocated Costs by Activity, Bureau, and Project
- ◆ Allocated Costs by Project and Activity
- ◆ Allocated Costs by Project and Activity (No Section 8)

View

Exit CRS

1 of 22 [BUREAU.DB]

- 3) Click on the Print button in order to print the online view.
- 4) Click on the Export button in order to export the online view. The user must choose the format of the exported file, i.e. ASCII or MS Excel, and the file name.

Cost Reporting System - [Costs for Selected Organization]

File Special Help

Allocated Costs by All Projects and Activities
- Including Reimbursable Agreements and Spectrum Auction

Bureau Name : Cable Services Bureau			Fiscal Year : 95		
Organization : Cable Services Bureau			Month : October		

Code	Project Name	Activity Name	Direct	Indirect	Total
N01	Land Mobile - Exclusive Use	Policy and Rule Making	\$2,288,940.00	\$541,935.46	\$2,830,875.46
N01	Land Mobile - Exclusive Use	Public Information Services	\$1,716,705.00	\$406,451.59	\$2,123,156.59
Grand Total:			\$4,005,645.00	\$548,387.05	\$4,954,032.05

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- 5) Click on the Exit CRS button to close and exit the system.



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